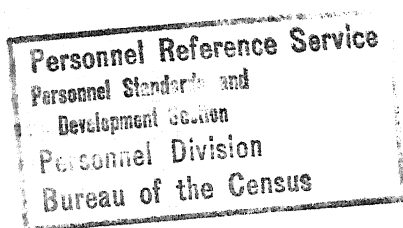


Instructions TO EDITORS AND PROOFREADERS

Printed for the exclusive use
of the Bureau of the Census



DEPARTMENT OF COMMERCE

Harry L. Hopkins, Secretary

BUREAU OF THE CENSUS

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terms appear on pages 18 to 25. Persons unfamiliar with printing should study this section before reading further.

Since this is to supplement the Government Printing Office Style Manual and is not a substitute therefor, a thorough knowledge of the rules contained in that manual is necessary in preparing copy for printing. The abridged edition of the Printing Office manual may be purchased from the Superintendent of Documents for 25 cents, and is complete for normal use. Note particularly the sections on general instructions, capitalization, compounding, abbreviations, and use of numerals.

Job work.—The term “job work” or “job printing” is used for all forms, schedules, and cards for use in the Bureau. Each presents its own problems, so no attempt is made to set up a style for this type of work.

Consult the chief of the printing section on any question regarding printing.

GENERAL INSTRUCTIONS

Ordinarily, not more than 1,000 copies of any report of the Bureau are printed for free distribution. With the express permission of the Director, however, this number may be increased.

Recommendations as to the number of copies to be printed for sale should be made on the basis of prior sales, and only after consultation with the chief of the printing section.

Reports of less than 50 pages which are not intended for use over a long period are bound without covers.

The name of the Department, the Secretary's name, the name of the Bureau, and the Director's name must appear on all publications of the Bureau. Spell out the Director's full name, thus: William Lane Austin.

PREPARATION OF MANUSCRIPT COPY

Type copy for text on sheets of uniform size, preferably 8 by 10½, on one side only, and double-spaced, with ample margins at sides, top, and bottom. If practicable, each page should end with a paragraph.

Where footnotes occur in the text, type the note immediately following the reference and separate the note from the matter above and below, using rules extending across the page.

Insertions in the text should be made with care. If an insertion makes more than one line, either type it on a separate slip and paste in place or retype the whole page.

Tables should be presented on sheets separate from the text, and the places for their insertion in the text carefully indicated. This is particularly important in offset and multilith work, where an error of one paragraph in marking the place for insertion may necessitate retyping one or more pages.

Type all center heads in capital letters.

Insert commas in all figures if digit rules do not show clearly where the commas are to go. This is particularly necessary in total lines of tables.

EDITING TEXT

Check pages carefully to see that they are in order and that all are accounted for, especially where deletions or insertions have been made. If pages have been added after numbering, and are indicated by letters such as 60a, 60b, etc., see that the last numbered page carries the notation "60a follows." If pages have been deleted, indicate thus: "61-65."

If pages are omitted from any batch of copy (such as the contents page), dummy pages carrying the proper number should be inserted in place with the notation "Contents to follow," "Letter of transmittal to follow," etc. Pages to be printed in parallel should be made up with the stub page on one sheet and the facing page on another sheet. These should be numbered "30," "30a," "31," "31a," etc., for the convenience of the printing section.

Compare table of contents with headings throughout the manuscript to see that proper indentions have been made. Principal items are set flush, and subordinate items are indented two ems if space permits.

Read text carefully for grammatical and typographical errors, obvious misstatements of fact, duplications, etc., and query the author on any parts that are not clear. **When a manuscript is sent to print, it must be complete and correct—editing proof sheets is very expensive.**

See that insertions in the text are clearly indicated. If a page is so cut up with additions and corrections that there is possibility of error in setting type, send the page back for retyping.

The conventional English spelling of foreign place names, as given by the United States Board on Geographical Names, will be used in general publications. The English form is given in parentheses after the foreign spelling in all reports of the board. Verify the spelling of foreign place names and insert any accents that may be required. In correspondence with embassies or foreign countries, or in publications destined for use outside of the United States, the foreign spelling is preferred.

See that references to table numbers and titles are correct and that tables are inserted in their proper places. Usually, text tables follow their description in the text.

Furnish copy for folio lines either on the title page or on a separate slip accompanying the copy. If numbers only are to be used, mark "plain center folios." If the same line is to be used throughout, write "Odd and even folios: Cotton Production and Distribution." If the even-page lines are the same throughout, with the odd-page lines changing from chapter to chapter, write "Even pages: Cotton Production; odd pages, folios 1-7, Introduction; folios 8-22, World Production," etc., using the folio numbers of the manuscript copy.

Estimate the number of pages in each publication and submit this estimate to the printing section with the copy. The best method of estimating text is the "character count": Count the number of characters and spaces in a line and the number of lines on a printed page of the same measure and size of type that is to be used, then estimate the number of characters in the manuscript. From these figures a close estimate of the space required for the text may be obtained. In estimating tables, see "Tabular work—letterpress" for number of lines in document- and census-size pages.

Marking for type.—Mark manuscript copy for type in accordance with the following rules:

The text of document-size publications is usually printed in 8-point type, set solid, with extracts and explanatory matter in 6-point. If the body of the text is 8-point leaded, extracts and explanatory matter go in 8-point solid.

The text of census-size publications is usually in 10-point solid or leaded, half measure doubled, with extracts and explanatory matter in 8-point. Footnotes, tables, and indexes are always in 6-point; tables of contents are usually in 6-point, but occasionally are set in 8-point.

Indicate the type for center heads and side heads throughout the text, after consulting the chief of the printing section. In Census Bureau work, side heads, flush side heads, and indented principal side heads are set in display type, with

indented subordinate side heads in italic. Subordinate center heads are in light-face roman caps, caps and small caps, small caps, and italic, in that order. If the display type series to be used is not known, headings may be marked with numerals—principal headings #1, secondary headings #2, and so on—to guide the printing section in the final preparation of the copy. These marks should be made lightly, in pencil, for easy erasure.

Table titles in document work are set in 8-point caps and small caps, and in matter wider than document 8-point caps are used. In both instances, the table number and period are set in case 33.

TABULAR WORK—LETTERPRESS

Table titles are spaced 6 points from the top of the table or from the headnote. Headnotes, if any, are set 2 points above the table. Except in abbreviations, periods are not used after titles, headnotes (even though they contain several complete sentences), and box heads.

A parallel rule is used across the top of every new table, on each page of a continued table, and between the sections of a divided table.

Headings over stub columns, and the words in the top box of a compound box head, are set in small caps. The word "continued" is lower-cased after a small-cap box head.

In estimating depth of tables, allow a full 6-point space above and below the deepest box head in each deck. In extreme cases *only*, this space may be omitted, and the matter set flush with the horizontal rules.

Allow 6 points for both parallel and single dashes. As in the box heads mentioned above, in extreme cases *only* the minimum allowance of 4 points for a parallel dash and 2 points for a single dash may be made. Such crowding is not good practice, and must not be done except as a last resort.

The Government Printing Office prefers to use the cipher before the period in a decimal fraction *only* in the first line of a column or under a cross rule. If it is desired that the cipher be used throughout, prepare the copy to show all ciphers and mark "fol. ciphers."

Where a flush item in the stub is followed by one or more subordinate, indented items, and neither is followed by figures, the flush item takes a colon while each subordinate item is followed by a dash.

Check table stubs carefully to see that indentations are correct and properly marked. In general, subordinate items are indented 2 ems for each break-down, with overruns indented 1 em. Total lines are indented 3 ems, or 1 em more than a preceding or following item if the latter is indented. In crowded tables, however, subordinate items may be indented 1 em and overruns 2 ems to avoid conflict.

Items in box heads and stub columns may be abbreviated, if necessary, to save overruns.

Footnotes to long tables may be printed either on the pages on which the references occur or at the end of the table. Copy editor should indicate the preferred method.

Tracers should be used on all parallel pages, starting each new page with 1. Stub items not followed by figures do not carry tracers. Where stub items overrun, the tracer figure aligns with the first line of the item on the left-hand page and with the line of figures on the right-hand page.

Parallel rules are used only to set off total columns, and to break a table by *major* subjects—never to break a table by date or by minor changes in subject. Too frequent use of parallels reduces the emphasis given and spoils the appearance of the table.

Mark parallel rules on each page of manuscript copy.

Parallel dashes are used to set off grand total lines only, never under a group of subtotals, and may be used even where the line is in bold face. Single dashes are used for subtotal lines when the line is in light face type; if bold face is used a quad line is usually sufficient.

It is not necessary to cast tables for the printer—the Government Printing Office prefers to do that—but every editorial clerk should be able to cast any table to see that it will go in the given space. A brief description of the method follows:

Figures, periods, and commas used in 6-point tables are cast on an en body. Hence it is only necessary to count the characters in the longest figure in each column, add 1 en for each bear-off (1 before and 1 after the figure), and divide by 2. This will give the total number of ems required for the column. Do the same thing for each column in the table, then count the rules, counting 2 points for a single and 4 points for a parallel rule. Add the number of points and divide by 3, which gives the number of ems required for all columns, and subtract from the number of ems in the width of the table. The remainder is the number of ems in the stub. In crowded tables the bear-off may be omitted on either or both sides of the figures.

Document-size pages are $26\frac{1}{2}$ picas wide by 45 picas deep. Lines per page, set solid and exclusive of the folio line, are: 10-point type, 54; 8-point type, 67; and 6-point type, 90.

Census-size pages are 43 picas wide by 56 picas deep. Lines per page, set solid and excluding folio line, are: 10-point type, 68; 8-point type, 84; and 6-point type, 112. Text in census measure is always set one-half measure doubled with a full pica space between columns.

A single rule is placed at the bottom of a table on the last page only, except where the stub is repeated on succeeding pages. In this case bottom rules are used on each page.

Tables used in Census work are classified as narrow, narrow-divide, broad, broad-divide, parallel, parallel-divide, half-measure doubled

(or third-measure tripled, etc.), and enclosed in rules.

A narrow table is set the width of the page. In document measure this is 53 ems, in census measure 86 ems.

A narrow-divide table is broken about half-way across the figure columns, the remaining columns are brought under the first deck and the stub repeated.

A broad table runs the long way of the page. In document measure it is 90 ems wide, and in census measure 112 ems.

A broad-divide is broken the same way as a narrow-divide, but the table runs the long way of the page.

Parallel tables are printed on facing pages, the figure columns being broken at a convenient or logical point, and the columns to the right of the division are printed on the odd or facing page without the stub. Tracer lines should be used with parallel tables. In casting parallel tables, document-size tables are 106 ems wide and census-size 172 ems.

Another form of parallel table is used where there are not enough columns to fill the odd page. In this case the title is run across the two pages but the stub is repeated on each. No tracer lines are used with this form.

Parallel-divide tables are the same in principle as the narrow-divide, but the decks run all the way across two facing pages. Use tracer lines as in parallel tables.

Tables without stub columns, and which are too narrow to fill the width of the page and too wide to double up, are enclosed in rules. They are cast in the same way as other tables, but their width is limited to the space necessary. Mark these tables "Enclose in rules" and the Printing Office will set the table in the proper measure.

Half-measure tables are set half the width of the type page and doubled up, with a parallel rule between the two sections. In document measure each section is $26\frac{1}{2}$ ems wide, in census measure 43 ems.

Third-measure tables are tripled, each section measuring as follows: Document 17 ems, census 28 ems.

TABULAR WORK—OFFSET AND MULTILITH

In the preparation of copy for printing by the offset or multilith process, tables should be made to resemble as nearly as possible those printed by letterpress.

Table titles are set in caps, usually one size larger than that used for the table. If possible, the table number should be in bold face. Titles are so spaced that the reduction used will bring the title within 6 points of the parallel rule at the top of the table. Headnotes are given the same spacing.

Headings over stub columns, and the words in the top box of a compound box head, are set in

caps. Allow a full typewriter space above and below the deepest box head in each deck if possible, but never less than a half space. Box heads must bear off at least one typewriter space from the column rule on either side.

In casting tables for offset and multilith printing, keep the columns as nearly uniform in width with relation to the figures as possible, even though it means breaking words in the box heads. Figures should bear off one typewriter space from the column rules on either side. In crowded tables the bear-off on the left in total columns may be omitted, and in extreme cases *only* the commas may be omitted from the figures.

The word "Continued" is set in caps and lower case in titles, box heads, and stubs of tables. It is usually spelled out, but may be abbreviated to save overruns.

Follow the rules in the section on "Tabular work—letterpress" regarding punctuation, indentation, and use of rules in tables. Two typewriter spaces should be allowed for each em indentation marked.

All forms of tables shown in that section (half measure doubled, parallel, etc.) are used in offset and multilith work.

Material to be printed by the offset process in the Government Printing Office is usually prepared for a 50 percent reduction, which gives to the standard elite typewriter spacing (12 letters and 6 lines to the inch) approximately

the same coverage as 6-point type. Following are the standard measures for use in preparing copy. Typewriter spacing is for elite machines.

Document size: $8\frac{1}{4} \times 15\frac{1}{4}$ inches, or 105 spaces by 93 lines for narrow measure. *This includes folio lines.* Broad measure tables are typed 180 spaces (15 inches) wide by 53 lines deep. The extra half inch in width is used for the folio line. Copy is reduced to $4\frac{1}{2} \times 7\frac{1}{4}$ inches.

Census size: $14\frac{1}{4} \times 19\frac{1}{2}$ inches, or 170 spaces by 117 lines for narrow measure. This includes folio lines. Copy is reduced to $7\frac{1}{2} \times 9\frac{1}{4}$ inches.

Various reductions are used in multilith work, ranging from actual size to 50 percent or more. The printed sheet is usually $8 \times 10\frac{1}{4}$, and the given material should be typed in the size to give the smallest reduction and leave a $\frac{1}{4}$ -inch margin all around.

PROOFREADING

Proofs of letterpress work are submitted to the Bureau in page form only, never in galleys. One set is the "reviser's" proof, commonly called the "R" proof, and can be identified by the jacket number and initials of the Printing Office reviser on each page. This set is marked and returned to the Printing Office, and a duplicate set is marked and kept in the Bureau.

When a first proof is received, check through manuscript and proof to see that all pages are there and in proper sequence. If any are missing, notify the printing section immediately.

Read proof to the manuscript copy, noting particularly folio lines, centered headings, footnote references, and continued lines. Mark corrections carefully, using the proofreader's marks shown on page 2 of the Government Printing Office Style Manual. Remember that there are two marks for every correction—one where the correction is to be made and one in the margin. See that marks are clear and distinct. Answer all queries on proofs.

Keep author's corrections at the minimum, because the Printing Office charges extra for these.

If a second proof is obtained, verify the corrections called for on the first proof, and see that

type surrounding the corrections has not been disturbed.

Mishaps can occur every time type is handled, so check over each page carefully. Watch particularly for drop-outs, transposed characters, and reversed characters at the ends of lines. **The proofreader is held responsible for the correctness of every job that leaves his hands.**

PRINTING METHODS

For those who are not familiar with the art of printing there is given here a short description of the methods used and a glossary of the more common terms.

LETTERPRESS PRINTING

Letterpress printing is the reproduction of material by means of type and plates on which the impression stands in relief. Type is cast of metal and may be in the form of an individual character or a solid line. The body of the type is 0.918 of an inch in height and carries on its top, or shoulder, a letter or other character in reverse. When the type is inked and pressed to paper the design is reproduced in positive. Type is cast in a wide variety of sizes and designs, and may be light face or bold face, roman or italic.

The point system.—A “point,” as used in measuring type, is approximately $\frac{1}{2}$ of an inch, and the number of points designates the size of the shoulder (not the face) of any given type. For example, 6-point type is $\frac{3}{2}$ or $\frac{1}{2}$ of an inch in depth and sets 12 lines to the inch; 12-point type is $1\frac{1}{2}$ or $\frac{3}{4}$ of an inch, etc. Some of the names formerly used to designate type sizes have been carried over to the present, and

6-point type is sometimes called nonpareil, 12-point type is called pica, and so on. Similarly, a 12-point space is commonly called a pica space.

Typesetting and printing.—When manuscript copy is sent to the printer, it is given to a compositor who “sets” it in type. This may be done on the linotype, which sets type in solid lines; on the monotype, which sets individual characters; or by hand, from individual characters arranged in drawers or “cases.”

As the type is set it is placed in trays, called “galleys.” When the galley is filled, the type is inked and an impression taken on a small press. This “proof,” as it is called, is then read by proofreaders who mark the errors they find. These errors are corrected and the type is arranged in page forms, after which a second proof is taken. This is usually sent back to the office ordering the publication, where it is read a second time. The corrected proof is returned to the Printing Office and these additional corrections are made in the type. Occasionally a second page-proof is taken, but only if there are a number of changes on the first proof.

After all corrections have been made the page forms are “locked up” in a “chase” or frame which holds a number of pages. This is then placed on a press and printed, the sheet is reversed and printed on the back from a second set of forms, and the printed sheet is folded, trimmed, bound, and delivered as the finished publication.

Since all corrections must be made by hand by skilled workmen the rate of pay per hour is much higher than that for straight composition. Hence it behooves the originating office to have the copy so prepared that only typographical errors need be corrected on the proofs—changes in proof cost much more per hour than original typesetting.

“Plates” are made to print illustrations, such as charts and photographs, and consist of sheets of metal, bearing the illustration in relief, mounted on wood or metal bases. Plates are of two kinds: zinc, or line plates, used for charts, diagrams, or any illustration in which only lines are used; and halftones, used for photographs and illustrations, which have gradations in tone.

Multigraph is a form of letterpress printing in which characters are cast or set by hand in a grooved cylinder, the body of the type being notched to fit in the grooves to hold the type fast. This method has certain limitations as to size of type that may be used.

OFFSET AND MULTILITH PRINTING

Offset and multilith are terms used to describe one form of “process” printing in which the reproduction is made by chemical action instead of the mechanical pressure of type on paper. The terms are synonymous, but “offset” is used for work done at the Government Printing Office

and "multilith" for work done in the duplicating section of the Commerce Department.

Copy for reproduction by offset may be enlarged, made the same size, or reduced. Usually, typewritten copy is reduced before printing, because this clears up minor deficiencies in the typing.

When the copy is sent to print it is given to a photographer who photographs it in the proper size. The negative is then used to make a plate on which the impression appears in positive. The impression does not stand in relief, as in a letterpress plate, but is a picture on the smooth plane of the plate. This picture is covered with a greasy composition, while the rest of the plate is roughened in order to hold moisture.

The plate is wrapped around the cylinder of a rotary press and the run is started. This plate rolls successively against a water-soaked roller, an ink roller, and a rubber blanket. The water is picked up by the grained surface of the plate, but is repelled by the greasy composition on the impression; the ink covers the impression, but is repelled by the water; and the inked impression is transferred, in reverse, to the rubber blanket. The rubber blanket carrying the inked impression rotates against the paper, and the impression is transferred, or "offset," in positive, to the paper. The printed sheet is folded, bound, and trimmed as is done in letterpress work.

Reduction and expansion.—Copy is reduced or expanded by photographing, and the proportionate reduction or expansion is the same on both dimensions of the copy. For example, a typed page which is reduced $\frac{1}{2}$ in width is also reduced $\frac{1}{2}$ in length. This may be expressed algebraically as follows:

$$A : B :: Y : X$$

Where: A is the width of the original copy.

B is the width desired.

Y is the depth of the original copy.

X is the depth of the reduced page.

This can also be shown graphically by the following method: Draw a rectangle of the same dimensions as the original copy; run a diagonal line from the upper right-hand to the lower left-hand corner; and measure off the width desired from the left side to the diagonal. The distance from the point of intersection with the diagonal to the bottom line of the drawing is the depth of the reduced page.

GLOSSARY

Body type—Type used for text, usually lightface roman, 8- or 10-point.

Boldface—Type which prints a heavy impression. Also called blackface. Used for text headings and summary lines in tables.

Case number—In the Government Printing Office, a number given to each size and face of type. For example, case No. 131 is 10-point Century bold.

Cast—Width of columns in tabular work.

Copy—Manuscript which is to be set in type or typed for reproduction.

Dashes—Single or parallel lines extending horizontally across a table within the body of the table. These are composed of numerous small pieces of type, and are called "dashes" to distinguish them from "rules," which are solid strips.

Em—The square of a type body of any size. A 6-point em is a square measuring $\frac{5}{8}$ of an inch each way.

En—Half of an em.

Folio line—The running head at the top of each page. Usually the even pages carry the title of the publication and the odd pages the title of the chapter or section.

Folio number—Page number. Used for both manuscript and printed page numbers.

Font—The assortment of characters of a size and style of type.

Format—Size, shape, and general style of a publication.

Galley—A metal tray used for holding type after it is set.

Halftone—A photoengraving of an illustration, or the print from such a plate.

Heading—A short title descriptive of the matter following. May be centered on the page, set flush on left, or indented and run in with a paragraph, and may be boldface or lightface, roman or italic.

Jacket—In the Government Printing Office, an identifying number given each job.

Lead (pronounced led)—A thin strip of metal used for spacing between lines. The standard lead is 2 points thick.

Leaders—Lines of dashes or dots used to guide the eye, as in tabular work.

Letterpress—Printing from raised surfaces.

Line drawing—A drawing, map, or chart made up of lines, dots, and dashes with no highlights. Also the letterpress plate made from the drawing. Sometimes called zinc etching.

Linotype—A typesetting machine which sets matter in a solid line.

Measure—The width of a type-page.

Monotype—A typesetting machine which casts individual pieces of type.

Nonpareil—6-point type.

Pica—12-point type. Also the standard of type measurement. Pages are designated as 43 picas wide, 26½ picas wide, etc.

Point system—Method of measuring type. See page 18.

Proof—A preliminary impression of type used for checking. Galley proof is in long strips, and page proof is the size of the page called for.

Quad—Blocks of metal used in spacing, measured in multiples of the type size, as en quads, em quads, two-em quads, etc. A 6-point line of quads is called a "slug."

"R" proof—The reviser's set of proofs which is marked and returned to the Printing Office. Successive sets are marked "2R," "3R," etc.

Roman type—A style of type face. Others are gothic, italic, and script.

Rules—Strips of metal for printing lines of various widths, such as borders. Hairline rules are used for box heads and columns of tables. The horizontal rules within tables are made up of single pieces of type which give the effect of solid rules. These are called "dashes."

Running head—A short, descriptive heading repeated on consecutive pages.

Sink—Blank space above a chapter heading.

Small capitals—Letters shaped like capital letters but of smaller size. Most fonts include capitals, small capitals, and lower-case in roman, and capitals and lower-case in italic.

Tracer lines—Line numbers, set abreast of the lines to which they refer. Generally used only in parallel pages, where the column of tracer numbers is set on the left of the left-hand page and on the right of the right-hand page. Each line may be numbered, beginning anew on each page, or each principal item may be numbered. The purpose is to make it easier to read across a two-page spread.

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